

**United States District Court  
Western District of Michigan  
Office of the Clerk**

B-35 Federal Building  
410 W. Michigan Ave.  
Kalamazoo, MI 49007  
(269) 337-5706

399 Federal Building  
110 Michigan St., NW  
Grand Rapids, MI 49503  
(616) 456-2381

**FILLING OUT SUMMONS FORMS**

P.O. Box 698  
229 Federal Building  
Marquette, MI 49855  
(906) 226-2021

113 Federal Building  
315 W. Allegan  
Lansing, MI 48933  
(517) 377-1559

1. List the plaintiff and the defendant in the appropriate boxes.
2. In the space for the plaintiff's attorney, please put down your own name, address and phone number.
3. Enter the name and complete mailing address of the defendant in the space provided. The only proper defendant in most Social Security cases is the Commissioner of Social Security.
4. The address for the Commissioner of Social Security is:

General Counsel, Social Security Administration  
Room 611, Altmeyer Building  
6401 Security Boulevard  
Baltimore, MD 21235

5. In addition to the Commissioner of Social Security, you must also serve a summons and a copy of the complaint upon two other parties. They are:

Office of the Attorney General  
Department of Justice  
10th & Constitution, N.W.  
Room 5111  
Washington, D.C. 20530

Margaret Chiara  
United States Attorney  
5th Floor Law Building  
330 Ionia, N.W.  
Grand Rapids, MI 49503

6. The time for the Commissioner of Social Security to answer the complaint is 60 days.

**GENERAL INFORMATION ON FILING YOUR SOCIAL SECURITY CASE**

7. This Court requires the original and one copy of the complaint for filing, plus an extra copy for service on each defendant.
8. If you wish to apply to have the \$150.00 filing fee and service fees waived, complete an application to proceed (form available on the Court's website). If you are granted leave to proceed in forma pauperis, the U.S. Marshal will serve the summonses for you. If you are not proceeding in forma pauperis, the summonses will be returned to you, and it is your responsibility to have these served.

COURT EMPLOYEES MAY NOT GIVE LEGAL ADVICE. Address and telephone numbers of some agencies that may assist you are listed in your telephone directory.